Course Policies

Your course instructor may have additional policies based on their preferences and the course format.

# Academic honesty

The graduate programs code of academic honesty can be found at the following link: <http://gardner-webb.edu/academics/academic-publications/graduate-catalog/academic-honesty/index>

Excerpted from this code are the following student responsibilities and examples of infractions of the code:

* Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
* Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
* Students are ultimately responsible for understanding faculty members’ instructions for assignments. If instructions are not clear, students must seek clarification from professors.
* Students must understand the definitions of cheating, plagiarism, and other forms of academic dishonesty.
* Students should familiarize themselves with the proper use of citations and quotations in order to avoid submitting other people’s work as their own.
* Students are expected to report incidents of academic dishonesty to their professor.
* Students who threaten or coerce other students or faculty members for reporting a violation of the Code of Academic Integrity will face disciplinary action, with dismissal from graduate study at Gardner-Webb University being the recommended punishment.

#### INFRACTIONS OF THE CODE OF ACADEMIC INTEGRITY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

* Cheating – Intentionally using or attempting to use unapproved materials, information, notes, or other devices including unauthorized communication during an academic exercise.
* Fabrication and Falsification – Intentional and unauthorized alteration or manufacturing of any information in an academic exercise. Fabrication is a matter of inventing information for academic purposes, whereas falsification is a matter of altering information.
* Multiple Submission – The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.
* Plagiarism – Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., are common knowledge.
* Abuse of Academic Materials – Intentionally or knowingly destroying, stealing or making inaccessible library and other academic resource material.
* Complicity in Academic Dishonesty – Intentionally helping or attempting to help another to commit any act of academic dishonesty.

Additional information related to academic integrity including faculty responsibilities and university procedures can also be found in the graduate catalog.

# Netiquette

Communicating in Cyberspace has it own set of etiquette guidelines referred to as “Netiquette.” Review the linked document for a brief explanation of general rules of etiquette for online communication: <http://www.albion.com/netiquette/corerules.html>

In addition to the above guidelines keep in mind that in program coursework, students are asked to try to form conceptual links between the course material and their own personal experiences in class discussions because this is an excellent way to learn new material. Therefore, confidentiality must be guaranteed to all students in order to provide a safe learning environment. No student should ever repeat class discussions or allow people outside the class to access our course Website or read printed versions of any student’s posts or coursework. Be sure to discuss only information you would not mind being made public in case anyone violates this confidentiality rule.

# Attendance

General policy - Class members are expected to attend regularly and to participate. Should an absence be unavoidable, prior arrangements need to be made for completing the work missed. The Gardner-Webb University attendance policy will be followed as outlined in the catalog. Regular class attendance is an important student obligation. Students are responsible for all course work conducted in class meetings. Students are required by university policy to attend a minimum of 75% of the scheduled class meetings. The professor may set a more stringent class attendance policy. Absence from class does not excuse the student from responsibility for class work. Planned class absences for official university business or foreseeable personal circumstances must be negotiated with the professor before the absence and plans made for the completion of the course work missed. A student who misses more than 25% of his or her class must receive a final grade of @F.

Online/low residency policy - You will be counted as “present” for a class week if you participate in that week’s Discussion Board activity (posting or response to peers). If you do not post to the proper discussion board forum during the class week you will not be counted as attending class that week. According to Gardner-Webb’s University attendance policy, you must attend at least 75% of the course meetings in order to pass the course.

# Accommodations

Gardner-Webb University is committed to providing an appropriate learning environment for all students. If any student requires special accommodations or assistance, please notify your instructor immediately.

# Technology requirements

General *-* All students enrolled in the EDCI program should have the basic technology skills to communicate effectively by various electronic methods such as e-mail, Twitter, and online discussions either threaded or live chats.

Students should have the word processing skills to submit their assignments both in printed and electronic format that exemplifies doctoral level graduate work.

Students should also be proficient in searching the Internet using the standard search engines available online to obtain scholarly information related to their current courses.

Online/low residency *-* You should expect to spend a significant amount of time online participating in discussion boards, email communications, and examining online content. Therefore, you will need unlimited access to the Internet.

If you plan to work on your course at work, I encourage you to obtain the permission of your employer. You will also need to make sure that your place of employment allows access to the Gardner-Webb BlackBoard site. Some institutions have access to our Blackboard ports blocked in their firewalls.

Online courses take place wherever you have access to a computer and the Internet. Online classes have no specified meeting times. However, online chats or other meeting times may be scheduled by students working in groups or by the instructor. You may access your course materials via the Internet when it is convenient for you. While course materials may be accessed at your convenience, there are specific due date expectations for assignments.

# “Dropping” the course

After the drop/add period (the first week of the semester), a student may withdraw from a course by completing the Course Withdrawal form available in the Registrar’s Office. When a student officially withdraws from a course within the first four weeks of the semester, a “Withdraw” will be designated on the official transcript. When a student officially withdraws from a course after the first four weeks, a grade of “Withdraw Passing” or “Withdraw Failing” will be designated on the official transcript.

# Communication policies

*Course instructors may change these policies to suit their schedule/preferences!*

Please feel free to email me directly with questions of a personal nature, grading questions, advising help or with any other issues that are not appropriate for the rest of the class to read. I check my email regularly and will respond to all emails within 24 hours during the workweek. Please note that I am not available on weekends but will respond to weekend email messages on Monday.

All class related questions must be posted to the proper forum on the Discussion Board. I will check the Discussion Board on a daily basis during the workweek and will answer questions as needed. I also highly encourage students to read and respond to postings from their classmates. Part of the focus of this program is for candidates to develop collaborative leadership skills. Working through questions on the forum is an excellent method to develop proficiency in this area.

BlackBoard postings are an integral part of the course. As the attendance policy states, you must post your own responses weekly to the discussion board and must read and respond to at least one other student’s posting. Responses must be more than “I agree.” They should be substantive and should reference reading assignments, web references, lecture notes or outside resources.

Students are encouraged to attend virtual office hours and can also meet with me face-to-face during my scheduled office hours on campus. If you have any questions about the course, please be sure to ask!

Late assignments/postings will not receive credit. The online forum should function as a class conversation and therefore postings and responses must be posted in a timely manner to ensure that you are contributing to a current conversation.

# Grading

Students in the course will be assessed through the following components:

30% - Work related to course goals and objectives *- may include but is not limited to instructor-determined assignments outside of work on the evidences and student facilitation/participation in class activities and/or discussions*

70% - Instructor evaluation of course-related evidence components and evidence of meeting Teacher Leader Model Standards domains - *specific evidence components for each course can be found on the syllabus or on the coursework timeline; alignment of evidence components to Teacher Leader Model Standards domains can be found on the alignment table in the handbook and in the descriptions and checklists for each evidence*

# Grading Scale

Letter grades will be assigned to submitted work based on rubrics found in the   
EDCI handbook and on TaskStream. The TaskStream submission process includes both formative and summative evaluation components. Each work product will be submitted to TaskStream twice. In the first submission, the instructor will provide formative feedback to support the candidate’s revision process. After making edits and revisions, the second submission will be considered final. In order to allow adequate time for the feedback and revision process, candidates should attend to due dates carefully. Late submission may result in a lower grade. The guidelines below represent a range of grades that candidates can expect based on evaluated work:

|  |  |  |
| --- | --- | --- |
| **Rubric Score** | **Description** | **Final Letter Grade Range** |
| 4 | Work exceeds expectations | A |
| 3 | Work meets expectations | A-/B+/B |
| 2 | Work meets expectations with minor revisions | B+/B/B- |
| 1 | Work meets expectations with major revisions | B-/C |
| 0 | Work does not meet expectations | C/F |

# Support Services Links

[Dover Library](http://www.gardner-webb.edu/library/)

[Academic Services](http://www.gardner-webb.edu/academics/academic-services/index)

[Student Services](http://www.gardner-webb.edu/student-life/student-services/)

[Disability Services](http://www.gardner-webb.edu/academics/disability-services/index)

[Writing Center](http://www.gardner-webb.edu/academics/academic-success-programs/writing-center/index)

[Financial Planning – School of Graduate Studies](http://www.gardner-webb.edu/academics/academic-services/index)

[BlackBoard Help](http://www.gardner-webb.edu/online-learning/academic-services/technology-services/help-center/index)